



HEADQUARTERS  
CIVIL AIR PATROL NEW JERSEY WING  
UNITED STATES AIR FORCE AUXILIARY  
PO Box 16099  
McGuire AFB, New Jersey 08641-6099

5 JULY 2004

MEMORANDUM FOR ALL PERSONNEL

FROM: 2004 Encampment Commander

SUBJECT: 2004 New Jersey Wing Summer Encampment

1. Welcome to the New Jersey Wing Summer Encampment being held at McGuire Air Force Base from 24 July to 1 August 2004. The senior and cadet staff is very excited and are working very hard to ensure encampment will be a memorable experience. Attending encampment is one of the most significant and worthwhile events in a CAP member's career. Our encampment in New Jersey this year will be a Leadership Encampment, and will provide the opportunity for new cadets to learn about followership and leadership by experiencing life as an airman for a week. New cadets will learn the basics of being a CAP Cadet through a rigorous training schedule for the week, and by living in military barracks with their fellow cadets. More experienced cadets will have the opportunity to grow and refine their leadership skills by serving on the cadet staff in a wide variety of positions.

2. **ARRIVAL:** Cadets are to report to the encampment on Saturday, July 24, 2004 between 1000 and 1100 AM. Cadets are to report to the Base Theater (see DIRECTIONS and MAP), which is on East Arnold Avenue. In processing will be at the base theater. Cadets are required to inprocess in the BDU uniform, and the uniform must meet the standards described in CAP Manual 39-1.

AT REGISTRATION YOU MUST HAVE THE FOLLOWING:

- Current CAP ID Card
- Signed Required Packing List and Disciplinary Policy
- Signed Army Hold Harmless Agreement and Military Orientation Flight Permission
- Medications in original bottles/containers with original prescription labels
- CAP Form 31 and any outstanding balance of the encampment fee of \$200.00, checks made out to NJ CAP Encampment (if not previously submitted)

**NO LAST MINUTE APPLICATIONS WILL BE ACCEPTED.** Cadets who arrive at encampment and have not pre-registered **WILL BE SENT HOME.**

CADETS reporting without the above items, without all forms fully signed and completed WILL NOT be accepted. They will be required to leave the base, at their own expense. Parents driving cadets are requested to stay at the encampment site until their cadets have completed registration and inspection of luggage. As cadets arrive they will be inprocessed. Inprocessing consists of Registration, a review of any medical requirements and a luggage inspection. Cadets must list any/all prescribed medication that they will need to have during the activity. Each cadet's luggage will be inspected during inprocessing. Encampment staff will confiscate contraband items until the end of the encampment.

3. Participants must comply with all CAP directives and with the policies of the encampment. Adherence to proper grooming standards and uniform wear in accordance with CAP Manual 39-1 will be strictly enforced. All insignia must be placed on uniforms properly before encampment. All participants should ensure their personal appearance will reflect positive credit on CAP and New Jersey Wing. *All personnel must perform in a satisfactory manner including conduct and attitude. Cadets and seniors who cannot conform to regulations or who cause a disruption at the encampment will be subject to disciplinary action including dismissal.* Any participant will be also be subject to dismissal for the following reasons: destroying or stealing government, CAP or personal property; for actions that jeopardize the safety or personnel; or using or having in their possession illegal drugs, intoxicating beverages, weapons, explosives, or any flame producing devices.

*Any items that are an express violation of CAP regulations such as tobacco, alcohol, drugs, or weapons will be confiscated and the member will be sent home immediately. Further adverse membership action will be taken.*

**Perishable or food items will not be returned.**

**Cadets may not bring to the encampment, use, or have on their possession any of the following items:**

- Weapons or explosives
- Knives (including pocket knives)
- All food items and/or soda
- Alcohol
- Non-prescription medications
- Pagers, cell phones, computers
- Flame Producing Devices (lighters/matches).
- Non CAP Reading Material (except Religious)
- Video Game Systems
- Walkmans/Discmans/Watchmans (TV's)
- Tobacco (any form)
- Civilian clothes with offensive, non-appropriate, or pornographic designs.

4. **UNIFORMS, SUPPLIES, AND HAIRCUTS:** Please check your packing against the packing list we have enclosed. If you are in need of uniform items, **YOU MUST SECURE THEM PRIOR TO ENCAMPMENT.** You can contact the CAP Bookstore, or the HOCK SHOP (1-800-THE-HOCK), for uniform items. Failure to have a complete uniform will impact your ability to pass inspections and affect your eligibility for graduation. Your haircut must meet the specifications of CAPM 39-1 upon arrival at encampment. Please review these requirements carefully. Specifically, note the requirements of bulk, appearance, and ***no block styles***. Cadets who report with haircuts that do not comply will be required to have their hair cut to meet CAPM 39-1. Cadets will pay for their own haircuts.

5. **TRANSPORTATION:** All transportation must be arranged prior to encampment. Cadets are highly encouraged to have their parents/guardians drive them or make arrangements with their squadron for the possibility of transportation. Cadets should not drive to encampment; they are not allowed to use their personal vehicles during encampment per CAP regulations. Arrangements for transportation to and from the encampment must be made before arrival.

6. **INFORMATION FOR PARENTS/GUARDIANS:** To enter the base you will need to have two (2) forms of official identification such as Military ID, State License, etc. At least one of those must have a picture on it. If you do not have this form of ID you will not be allowed to enter the base.

Cadets will not be able to receive telephone calls or postal mail, check e-mail, or use pagers and cell phones while they are at encampment. Please do not try to contact your cadet by any of these methods. If you have an emergency and you need to notify your cadet at the encampment, please call the emergency number listed in the important numbers section. Visitations are not allowed during the encampment. The cadets will have a very busy schedule and unannounced arrivals/visitations will disrupt their training schedule. Chaplains will be on staff and available for Moral Leadership, Counseling and Religious services.

If you must contact your Son/Daughter because of an emergency, contact the Encampment Command Post Telephone. Be sure to give your name, who you are calling for, nature of emergency, and where you can be reached.

7. **GRADUATION:** will take place on Sunday, 1 August 2004 at 1000 AM. It will begin with the Pass in Review Parade outside immediately followed by an indoor ceremony. The parade will be at the field next to the McGuire Air Force Base Theater that is located near the intersection of East Arnold Avenue and Tuskegee Airman Avenue, just inside Gate 1 at Wrightstown-Cookstown Road. The indoor ceremony will be in the McGuire Base Theater. ***All guests attending graduation must enter the base at GATE 1 only, you must use the colored CAP pass to enter the base.*** (See enclosed information and maps) Due to the large number of personnel at encampment, it is respectfully asked that you limit guest attendance to immediate family members. In the event of inclement weather, the graduation will consist of only the indoor ceremony. Do not forget to bring your cameras.

By attending this encampment you are saying, "I want to be a leader!" To become a good leader you must first demonstrate the ability to be a follower and to master the standards and knowledge presented to you. Hopefully this info packet has answered your questions; please feel free to contact me if you have any other questions. Congratulations on accepting the challenge to become a leader.

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